

TENNESSEE ARTS COMMISSION
Director of Visual Arts, Craft, Media and Design

Position Description

The Tennessee Arts Commission seeks a full-time Program Director for Visual Arts, Craft, Media and Design. Under the supervision of the Associate Director for Grants, this position cultivates the arts for the benefit of all Tennesseans and their communities. Specifically, the position manages grants, programming, and special projects associated with Visual Arts, Craft, Media and Design.

Responsibilities

1. Assists in the development and administration of state and federal grants to arts organizations, non-arts organizations, individuals, and group artists producing visual arts, craft or media arts projects
2. Curates and manages the TAC gallery of temporary exhibits of outstanding Tennessee art
3. Documents and promotes the visual arts collection of the TAC
4. Provides technical assistance to organizations, artists, communities developing arts programs and projects
5. Serves as a resource for arts disciplines including visual arts, craft, media and design
6. Generates public support for the arts
7. Represents the Commission at local, state, regional, and national meetings
8. Acts creatively as part of the Arts Commission team to identify and implement strategies to cultivate the arts for the benefit of all Tennesseans and their communities.

Skills and Knowledge Required

- ∞ Bachelor's Degree and three years' experience in arts administration, and/or nonprofit management. A background in visual arts, craft, media and/or design is desired
- ∞ Understands state and national policy and trends in the arts, specifically Visual Art, Craft Media, Design, Public Art, and professional development for artists
- ∞ Ability to work independently , manage multiple priorities and collaborative initiatives and carry projects through to successful completion
- ∞ Experience in managing public art commissions for new works
- ∞ Grants management and budget experience desired
- ∞ Exceptional oral and written communication skills
- ∞ Highly organized and detail oriented
- ∞ Licensed to operate a motor vehicle and available for travel
- ∞ Knowledge and ability to utilize office equipment and computer software including Microsoft Office
- ∞ Familiarity with current digital platforms relevant to visual arts, craft, media and design

Other

Salary based on experience. First step of range: \$38,076

Works in non-smoking state office in downtown Nashville

To Apply

Email a cover letter and resume to Vickie McPherson at Vickie.mcpherson@tn.gov

Applicant screening begins September 1, 2014.

Pursuant to State of Tennessee policy of nondiscrimination, no person on the ground of race, color, national origin, disability, age, religion or sex shall be excluded from participation in, or be denied benefits of, or otherwise be subject to discrimination of services, programs and employment provided by the Commission and its contracting agencies. Persons with disabilities who require special accommodations or an alternate communication format should so request.